

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes, bubbling hot springs & cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker. The southern areas of the county include Crowley

Lake, Benton and Chalfant, June Lake, Lee Vining and Mono City.

Rat Race? Graveyard Shift? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: Mono County provides generous benefits, including Cal PERS retirement, medical, dental, vision and 401 deferred compensation.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

hr@mono.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

ASSISTANT FINANCE DIRECTOR, TREASURER – TAX COLLECTOR

FINAL FILING DATE:

October 9, 2015

SALARY: \$7,500.00

Equal Employment Opportunity Employer

THE POSITION

Under the direction of the Director of Finance, assist with planning, directing, managing, and overseeing the functions, operations, and services of the Treasurer – Tax Collector's Office; supervise and oversee the maintenance of accurate tax rolls and tax collection records; serve as the Treasurer – Tax Collector upon the request or absence of the Finance Director; and to do related work as required. Positions in this class are distinguished from non-supervisory personnel by the exercise of full supervisory responsibilities. In addition, incumbents perform a variety of highly complex professional accounting work.

Knowledge of:

- Policies, operations, and functions of the County Treasurer-Tax Collector's Office.
- Principles and practices of Treasury management, including, but not limited to cash management, investment administration, and investment accounting.
- Working knowledge of bonds, U.S. Government securities and money market investment instruments.
- Revenue collection laws and regulations as they pertain to Property Tax, Transient Occupancy Tax and other revenue collections.
- Financial records required for maintenance of tax rolls and County tax collection.
- Procedures and laws for the disposal of property with delinquent taxes. General knowledge of tax assessment procedures and collections.
- Pertinent Federal, State, and local laws, codes and regulations including those governing County tax collection procedures and Treasurer functions.
- Principles of supervision, training, personnel management and performance evaluation.
- Modern office practices, methods, and computer equipment.
- General knowledge of governmental accounting, budgeting and finance.
- Spreadsheet and database applications and operations.

Ability to:

- Assist with planning, directing, managing, and overseeing the programs, functions, and operations of the County Tax Collector – Treasurer's Office.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Perform the most difficult and complex account and financial record keeping work in the maintenance and updating of County tax rolls.
- Administer the sale and transfer of properties with delinquent tax liens.
- Assist with performing the full range of County Treasurer - Tax Collector functions.
- Interpret, explain, and make recommendations on policies and procedures affecting the County Treasurer - Tax Collector functions.
- Effectively represent the County Tax Collector – Treasurer to the public, community organizations, and other government agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Training or experience equivalent to graduation from an accredited college with a major in Finance, Economics, Accounting, Business or Public Administration or a closely related field, and four (4) years of full-time or its equivalent professional experience in financial management, securities investment, accounting or banking which would have provided a familiarity with cash management, cash-flow analysis, investment instruments, debt issuance and financial reporting; at least two (2) years of experience supervising financial or accounting staff is preferred.

Note: The position job description is available on the County website.

QUALIFICATIONS

Candidates must meet Government Code qualifications:

- Meet the requirements for appointment as stipulated in California Government Code section 27000.7.
- **Special Requirements:** Possession of, or ability to obtain, a valid California driver's license.
- **Physical Requirements & Working Conditions:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, typewriter, telephones, calculators, copiers, and FAX.
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THE EXAM PROCESS

The process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application. Those successful in this evaluation will be invited to an oral and written examination. If a large number of applications are received for this recruitment, *only the most qualified* applicants will be invited to participate in the examination process. **REQUIRED APPLICATION MATERIALS:**

1. A signed completed standard Mono County Application.
2. Cover letter. Include an explanation of how you qualify under government code § 27000.7.
3. Resume.

Final Filing Date: October 9, 2015

Pre-Employment:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, and criminal background investigation.